The background of the left half of the page is an abstract geometric pattern. It consists of various overlapping triangles and polygons in shades of purple and blue, with thin orange lines forming a network of shapes. A large, solid orange arrow points upwards and to the right, overlapping the geometric shapes.

# ENTRY GUIDE 2024

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# WELCOME TO THE UKACTIVE AWARDS

The largest and most prestigious accolades of their kind, these awards are designed to recognise and celebrate excellence and innovation across health, wellbeing and fitness in the UK.



## WHY ENTER?

Enter the ukactive Awards to champion the added value that you bring to the physical activity sector by promoting the importance of leading a healthy lifestyle and getting more people, more active, more often.



**Raise your profile** and showcase your achievements to your customers, employees, stakeholders and competitors.



**Benchmark yourself** against the very best in the sector. Taking part will give you unique insight into the performance of your organisation against others.



**Boost morale** throughout your organisation and reward hard working teams and individuals.



**Celebrate excellence** and join like-minded friends and colleagues at the glittering ukactive Awards ceremony.

## HEADLINE SPONSOR



The ukactive awards are the most prestigious within the physical activity sector, and STA is proud to be working in partnership with ukactive as the headline sponsor for a second year. The awards celebrate leadership, creativity, innovation, diversity, and excellence - all that is good about our fantastic industry, and as a charity dedicated to the teaching of swimming and lifesaving, we are thrilled to be involved with this year's event. There are so many organisations in this sector that are innovating and making a real impact in their communities, and having experienced first-hand how rewarding and influential the awards are, we would encourage everyone who has made a difference to get more people more active to enter this year - these awards are the perfect way for you to be recognised for all your achievements.



**Ali Beckman, STA President**

## HOW TO ENTER

1. Visit the ukactive website, click on the events tab at the top of the page and select ukactive Awards. Entries can be submitted from w/c 15th April.
2. Within the navigation bar on the first page you can select to enter the awards.
3. Follow the online process to confirm the number of awards you would like to enter and then complete the payment.
4. Once the payment has been processed you will receive a confirmation email with your specific log in details and a link to access the online portal (please make sure you check your junk folder if you don't receive the confirmation email). The portal is where you will be able to start, edit, finish and submit your entry into your chosen award category(s).

# AWARD CATEGORIES

The categories are divided into 3 award groups:

## GROUP A

### Business Excellence

#### A1. Regional and National Club/Centre of the Year

Can you demonstrate a passion for and commitment to your business, members and staff that makes you stand out from the crowd?

#### A2. Supplier of the Year

Are you a role model supplier leading the way with your outstanding products or services and positive can-do attitude?

#### A3. New Build or Design of the Year

Are you responsible for a creative, intelligent and innovative new build/outdoor space or design that is changing the way people feel and engage with physical activity?

### Outstanding Organisation of the Year

Entry into this category is automatic for any organisation that submits 3 or more entries into any of the A or B group categories.

The winner will be the organisation that demonstrated the highest level of performance, impact and sustainability across the categories entered.

## GROUP B

### Specialist Impact

#### B4. Equality, Diversity & Inclusion Award

Are you an organisation that excels in their commitment to equality, diversity and inclusion, and are able to demonstrate how they welcome, celebrate and support their customers/colleagues, and/or promotes and sustains physical activity in children and young people.

#### B5. Healthy Communities Award

Are you working on a project that has focused on getting communities healthier and more active - can you demonstrate tangible success?

#### B6. Organisation Innovation Award

Did you deliver an innovative event, concept, campaign or activity that is within the remit of organisational innovation and has helped to inspire people to be more active?

#### B7. Marketing Campaign Award

Did you deliver an innovative marketing campaign which highlighted the role of physical activity to society whilst helping you deliver your business objectives?

#### B8. Digital Transformation Award

Have you developed / or adopted a digital approach, or been on a journey of digital transformation, that has transformed your operations, performance, measurement and service - can you evidence the impact?

#### B9. Education Provider of the Year

Are you an organisation/programme that provides excellent inclusive delivery, demonstrates the development of innovative resources and assessments enabling learners or employees to display high quality skills?

## GROUP C

### Individual Achievement

#### C10. Physical Activity Hero Award

Do you know a superstar individual who is able to demonstrate an awesome dedication to physical activity, as well as a tireless ability to inspire and motivate people to be more active?

#### C11. Outstanding Individual Leadership Award

Do you know a high performing leader/individual that has overcome significant challenges or changes through effective strategies, staff development and inspirational leadership.

#### C12. Outstanding Leadership Team Award

Do you know a high performing leadership team that together have overcome significant challenges or changes through effective strategies, staff development and inspirational leadership.

#### C13. The Jan Spaticchia Special Recognition Award

Do you know an individual that has made a difference and impact through their work and involvement within the physical activity sector? Tell us their inspiring story and how they have encouraged to get more people to be more active more often.

## ENTRY COST

£195 + VAT for ukactive members

£295 + VAT for non-members\*

\*if interested in becoming a member click the button below

BECOME A UKACTIVE  
MEMBER

For each paid-for entry within group categories A or B you can submit one entry into the **Physical Activity Hero Award free of charge**. Take this opportunity to recognise outstanding achievement and celebrate those who make a difference.

In order to receive this free entry please email [events@ukactive.org.uk](mailto:events@ukactive.org.uk).

### Payment

Payment must be made when you register, and in advance of submitting your entry/entries - either by credit card, or within 30 days of receipt of your invoice if you are a ukactive member. If payment is not received in full, entries may be disqualified and removed from the awards process. Please be sure you read through the T&C's carefully in advance of registering and paying for your entry/entries. Once payment has been made, no refunds can be given.

# ENTRY AND ASSESSMENT PROCESS

## STAGE 1 - ENTRY

All award categories require a written submission.

What is needed for your written submission:

1. **Your full name** - we will need the name and contact details of the person to contact throughout the awards process.
2. **Your full organisation name** - this is the name of the organisation you are nominating, please make sure to **include the specific leisure centre** you are entering and check the spelling as this will be used throughout the awards process.
3. **Your organisation logo** - please upload a high-resolution image of the nominated company logo (EPS or PDF - the format has to be no less than 300dpi or we will be unable to use it).
4. **Answer all questions** - make sure you take note of the word limit for each question. All information supplied within your submission will be used throughout the award process so please make sure you supply details and data you are happy to share.

For the individual award categories please supply the full name and image of the individual you are nominating. Please note we will need to receive the image in a JPEG/PNG format and has to be no less than 300dpi or we will be unable to use it. Please ensure all information in the entry is information that can be shared and used on ukactive platforms.

For category A1 (Regional & National Club/Centre of the Year) only, a unique Customer Insight survey link will be sent to the individual that completed the entry. This link is to be shared with all members of the club or centre. There is a minimum number of 50 responses needed to progress to the next stage. Full details will be shared with the entries prior to the start date.

## STAGE 2 – ASSESSMENT PROCESS

### Category A1

After the survey deadline, Proinsight will collate all the data and provide a report on the scores received from each club or centre. The highest scoring clubs or centres (up to 6 per region) will be confirmed as finalists for this category.

### Categories A2 - B9

After the entries deadline date, Proinsight will collate the submission data and complete a conflict-of-interest audit before sharing the data with an independent assessor for marking. Scores and feedback will confirm the finalists for each category (up to 8 per category).

### Categories C10 - C13

All entries will be reviewed, and feedback provided.

**C10-C12** - up to 8 finalists to go through to stage 3

**C13** - Finalists to go through to stage 3

# ENTRY AND ASSESSMENT PROCESS

## STAGE 3 – JUDGES’ HOUSE, MYSTERY SHOPS, PUBLIC VOTES, AND A JUDGING PANEL

### Category A1

Finalists within this category from each region will undertake a digital review (an assessment of your digital/online presence) and a mystery shop carried out by Proinsight. Full details of the process and requirements are shared with all shortlisted entrants prior to it commencing.

Once complete, a report will be pulled with all the scores collected from the mystery shops and digital reviews to confirm a winner from each region.

All finalists in this category will automatically be put forward for the National Club/Centre of the Year award. The club or centre with the highest combined scores from Stage 1 and Stage 2 will be the national winner.

### Categories A2 – B9

Representatives from each finalist organisation are invited to present to an expert judging panel at Judges’ House virtually. Full details of what each finalist will need to complete for their presentation will be shared with all shortlisted entrants prior to the day.

With the use of an online system implemented by Proinsight all the scores and feedback from the judges on the day will be collated. The scores given will confirm the winners for each category.

### Categories C10 - C12

A public vote will be used to decide the winners for these categories.

The finalists will be put up on the ukactive website (located on the navigation bar under ‘Vote here’) and the direct link to the page sent to the individual that submitted the nomination. Full details on how to maximise your votes and the parameters on voting will be shared with all shortlisted entrants.

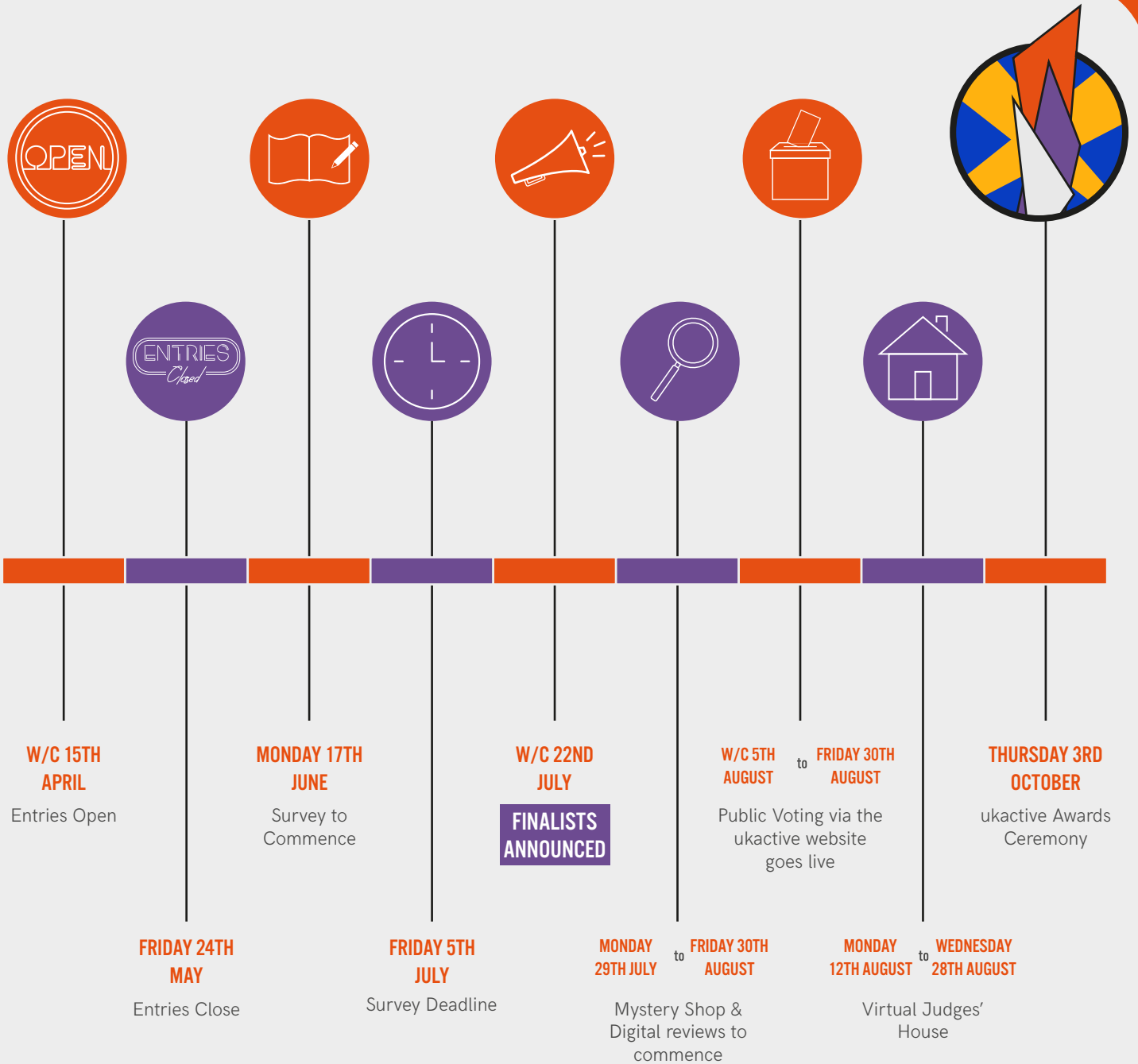
### C13

Finalists in this category will be shared with the ukactive Membership Council/Board Members and a winner will be chosen.

### ukactive Awards Ceremony

All winners will be announced during the ukactive Awards ceremony in Birmingham on Thursday 3rd October 2024.

# TIMELINE



\*\*Please note these dates are subject to change and should be used as a guideline. Any changes will be communicated via the contact email given at point of submission.

# GROUP A: BUSINESS EXCELLENCE

## A1. REGIONAL & NATIONAL CLUB/CENTRE OF THE YEAR

### Who should enter?

This category is open to any UK based club or centre that has been operating for at least 12 Months by 31st December 2023.

You need not have the biggest facility, or the widest offer; this award is suitable for all types of facilities in the sector with the focus being on the degree to which they meet the needs of their customers, staff and the local community. Some example of clubs or centres are:

- Small independents/community interest companies
- Studios and boutiques
- Low-cost budget gyms
- Local authority/leisure trust operated centres
- Clubs that are part of a nationwide chain

### Assessment Process:

Step 1: Written Submission



Step 1a: Customer Insight Survey



Step 2: Mystery Shops & Digital Reviews

*Entry is according to the region where your club is located:*

● **Scotland**

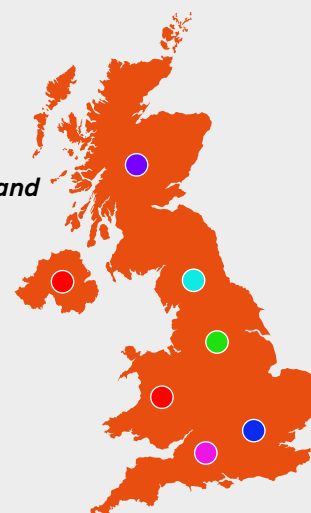
● **Wales & Northern Ireland**

● **North**

● **Midlands**

● **South**

● **London**



### What the assessors are looking for?

This award is about running a great business that your customers love going to and your staff love working at - irrespective of the size of the facility, range of services on offer, or the part of the market you serve.

### Hints & Tips

- Please provide tangible evidence of success in statistics, anecdotes, and facts and figures where necessary and if applicable. Evidence should be concise and stand up to scrutiny.
- The assessors will be looking to reward recent success and will therefore expect to see evidence relating to achievements between January 2023 and end of January 2024. While the programme/project/initiative does not necessarily need to be 'new' or 'recent', make sure the successes outlined within your submission fall within these dates.



# GROUP A: BUSINESS EXCELLENCE

## A2. SUPPLIER OF THE YEAR

### Who should enter?

This category is open to any organisation providing a product or service in the fitness, wellbeing and physical activity sector to support organisations delivering frontline services. You have to be supplying your product or service to the sector for at least 12 months by 31st December 2023.

There are a vast number of vital products and services provided to the sector.  
Areas such as:

- Fitness Equipment
- Club Management
- Technology Providers (business and fitness technology)
- Learning & Development
- Professional & Platform Business Services
- Apparel
- Inclusion & Disability
- Team recruitment/learning and development/team retention

### Assessment Process:

Step 1: Written Submission



Step 2: Judges' House

### What the judges are looking for?

This award is about being a stand-out supplier, striving for excellence and determination to do the very best for your customers. It isn't about what you do - it's how well you do it.

### Hints & Tips

- Please provide tangible evidence of success in statistics, anecdotes, and facts and figures where necessary and if applicable. Evidence should be concise and stand up to scrutiny.
- Judges will be looking to reward recent success and will therefore expect to see evidence relating to achievements between January 2023 and end of January 2024. While the programme/project/initiative does not necessarily need to be 'new' or 'recent', make sure the successes outlined within your submission fall within these dates.

# GROUP A: BUSINESS EXCELLENCE

## A3. NEW BUILD OR DESIGN OF THE YEAR

### Who should enter?

This category is open to anyone or any organisation taking the lead in the re-imagining, re-energising or re-designing process. Delivering and activating compelling environments and/or spaces that serve to inspire more people, to be more active, more often. You need not have been operating for a 12-month period or even be permanent in nature – but we do need to see evidence of successful and trailblazing implementation/delivery.

This is about innovative and new approaches that push the boundaries. We are looking for organisations and individuals such as:

- Architects
- Designers
- Builders
- Owners

### Assessment Process:

Step 1: Written Submission



Step 2: Judges' House

### What the judges are looking for?

This award is about being a stand-out, game-changing project – both the idea, its development and execution.

### Hints & Tips

- Please provide tangible evidence of success in statistics, anecdotes, and facts and figures where necessary and if applicable. Evidence should be concise and stand up to scrutiny.
- Judges will be looking to reward recent success and will therefore expect to see evidence relating to achievements between January 2023 and end of January 2024. While the programme/project/initiative does not necessarily need to be 'new' or 'recent', make sure the successes outlined within your submission fall within these dates.

# GROUP B: SPECIALIST IMPACT

## B4. EQUALITY, DIVERSITY & INCLUSION AWARD

### Who should enter?

This award has been designed to recognise any organisation (or individual) that has demonstrated commitment to the promotion of equality, diversity and inclusion. This could be a programme, project, initiative, individual or team that embodies the very best of equality, inclusion and diversity by focusing on engaging or supporting those who are underrepresented in the sector.

Nominations are open to entries that excel in their commitment to equality, diversity and inclusion, and are able to demonstrate how they welcome, celebrate and support their customers/colleagues, and/or promotes and sustains physical activity in children and young people.

### Assessment Process:

Step 1: Written Submission



Step 2: Judges' House

### What the judges are looking for?

- What difference/impact you have had on your target group?
- How have you supported staff or customers and made adjustments or proactive efforts to engage and welcome them?
- Have you been innovative to progress the sector in this area?
- How do you keep participants engaged in a changing society?
- Has your programme, project or initiative evolved or adapted since launching?

### Hints & Tips

- Please provide tangible evidence of success in statistics, anecdotes, and facts and figures where necessary and if applicable. Evidence should be concise and stand up to scrutiny.
- Judges will be looking to reward recent success and will therefore expect to see evidence relating to achievements between January 2023 and end of January 2024. While the programme/project/initiative does not necessarily need to be 'new' or 'recent', make sure the successes outlined within your submission fall within these dates.

# GROUP B: SPECIALIST IMPACT

## B5. HEALTHY COMMUNITIES AWARD

### Who should enter?

This category is open to any organisation leading/delivering a physical activity/wellbeing focused programme, product or initiative that is targeted at the wider community to encourage increased activity and participation, and has been operating for a minimum of 12 months by 31st December 2023.

It doesn't matter how big or small your effort may be, what we are looking for is tangible and measurable outcomes, and widespread backing from your beneficiaries and/or local stakeholders.

### Assessment Process:

Step 1: Written Submission



Step 2: Judges' House

### What the judges are looking for?

This is about working to inspire the wider community to make physical activity/wellbeing a part of its DNA. Judges will be looking at the ways you engage with communities and how you've used their specific needs to shape your initiative and deliver significant results.

### Hints & Tips

- Please provide tangible evidence of success in statistics, anecdotes, and facts and figures where necessary and if applicable. Evidence should be concise and stand up to scrutiny.
- Judges will be looking to reward recent success and will therefore expect to see evidence relating to achievements between January 2023 and end of January 2024. While the programme/project/initiative does not necessarily need to be 'new' or 'recent', make sure the successes outlined within your submission fall within these dates.

# GROUP B: SPECIALIST IMPACT

## B6. ORGANISATION INNOVATION AWARD

### Who should enter?

This category is open to any organisation that has activated a current event, concept, campaign, or project, or has been running one in the last 12 months, within the remit of organisational innovation that has inspired and encouraged people to be more active in any setting. Whether that be in their home, in the gym or leisure centre, on the way to or at work, or outdoors.

Key areas of activation to be considered:

- Workplace Wellbeing Programme(s)
- Community Engagement/Wellbeing
- A specific and innovative concept, campaign/activity or event
- Sustainability

### Assessment Process:

Step 1: Written Submission



Step 2: Judges' House

### What the judges are looking for?

The judges will be looking to see if your event, concept, campaign, activity, engagement, or programme has been successfully implemented and how this organisational innovation has transformed and/or pioneered an activation away from the conventional approach to running your facility and/or project/campaign. Judges are looking to hear how this has inspired your target audience to get more people to be more active.

### Key areas they will be looking at are:

1. What reach your activation has had. Did it achieve what it set out to do?
2. How you implemented your activation piece? Include stakeholder engagement and how you delivered your communications and engagement in the run up.
3. What impact did your activation have and what measurements and evaluations did you undertake?
4. Why do you believe it is innovation?

### Hints & Tips

- Innovation is multi-dimensional in its approach, are you improving or replacing something? For example, it could be a process, a product, or a service and the judges are looking for how each of these approaches deliver 'organisational innovation'. As you prepare your submission for the Organisation Innovation Award, remember that the judges are seeking clarity and depth against criteria, so your written submission should clearly demonstrate why you are putting your campaign, concept, event, activity, engagement, or programme forward for the Organisation Innovation Award. Alternatively, is your submission better suited to another category? If so, please ensure you amend your submission to reflect the category criteria.

- Please provide tangible evidence of success in statistics, anecdotes, and facts and figures where necessary and if applicable. Evidence should be concise and stand up to scrutiny.

- Judges will be looking to reward recent success and will therefore expect to see evidence relating to achievements between January 2023 and end of January 2024. While the business innovation programme/project/initiative does not necessarily need to be 'new' or 'recent', make sure the successes outlined within your submission fall within these dates.

# GROUP B: SPECIALIST IMPACT

## B7. MARKETING CAMPAIGN AWARD

### Who should enter?

This category is open to any organisation that has delivered an advertising or wider marketing campaign over the last 12 months which has been creative, innovative, impactful and helped raise the profile or change the perception of physical activity and its importance, whilst meeting the wider campaign objectives to your business.

### Assessment Process:

Step 1: Written Submission



Step 2: Judges' House

### What the judges are looking for?

The judges will be looking to see if you have successfully delivered an innovative marketing campaign to highlight the role of physical activity, which in turn has helped deliver your business objectives and what the campaign set out to highlight.

### Key areas they will be looking at are:

1. That there is a key and clear link to physical activity and a specific outcome.
2. What reach your marketing campaign had, its overall aim and the channels you chose to engage with your audience.
3. What impact the marketing campaign has had on your business and audience?
4. What you are doing to evolve your marketing campaign in the future and why was the campaign innovative?

### Hints & Tips

- Please provide tangible evidence of success in statistics, anecdotes, and facts and figures where necessary and if applicable. Evidence should be concise and stand up to scrutiny.
- Judges will be looking to reward recent success and will therefore expect to see evidence relating to achievements between January 2023 and end of January 2024. While the programme/project/initiative does not necessarily need to be 'new' or 'recent', make sure the successes outlined within your submission fall within these dates.

# GROUP B: SPECIALIST IMPACT

## B8. DIGITAL TRANSFORMATION AWARD

### Who should enter?

This category is open to any organisation that has either completed, currently embarking on or at a stage of discovery in their digital transformation pathway.

This could be digital technologies and strategies that enable better business operations, increased performance, deeper insight, measurement of the impact of physical activity interventions and enhanced experiences, ultimately getting more people, more active, more often. Have you got a story to shout about which can inspire others.

### Assessment Process:

Step 1: Written Submission



Step 2: Judges' House

### What the judges are looking for?

Judges in the Digital Transformation category are looking for applications from businesses who have successfully designed a digital strategy which supports overall commercial leisure strategy to create positive and long-lasting impact within their businesses. The judges are especially interested in hearing about stories of digital journeys that have led to fundamental changes in mindset, operation, and performance at all levels of a business and where possible, referencing the Digital Futures five measures of digital maturity and how this has led to increased consumer experiences and reach in participation, inclusion and accessibility through business improvements.

### Key areas they will be looking at are:

1. Describe the journey of discovery, who was involved and how did you engage with internal departments and your audiences to design your requirements?
2. How did you engage with and what was the value/impact of involving digital platforms and transformation agents in the design of your requirement/strategy?
3. Has your programme, project or initiative evolved or adapted since originally launching? If so, what were the reasons for doing so?
4. How are you using the insights to develop your leisure and digital strategy?

### Hints & Tips

- Please provide tangible evidence of success in statistics, anecdotes, and facts and figures where necessary and if applicable. Evidence should be concise and stand up to scrutiny.
- Judges will be looking to reward recent success and will therefore expect to see evidence relating to achievements between January 2023 and end of January 2024. While the programme/project/initiative does not necessarily need to be 'new' or 'recent', make sure the successes outlined within your submission fall within these dates.

# GROUP B: SPECIALIST IMPACT

## B9. EDUCATION PROVIDER OF THE YEAR AWARD

### Who should enter?

This award aims to shine a light on an organisation/programme that provides excellent inclusive delivery, demonstrates the development of innovative resources and assessments enabling learners or employees to display high quality skills. The award looks to recognise and reflect all-encompassing training and resources. Entrants into this award can include individual bespoke initiatives that have seen success by the clients/customer, this could also include apprenticeships and on-programme delivery.

### Assessment Process:

Step 1: Written Submission



Step 2: Judges' House

### What the judges are looking for?

Entrants would need to demonstrate that learners or employees have succeeded in obtaining high quality skills that are valued by employers or users of their training, this could be testimonials/feedback provided by their customers/clients to identify they have offered and provided an improved service.

### Hints & Tips

- Please provide tangible evidence of success in statistics, anecdotes, and facts and figures where necessary and if applicable. Evidence should be concise and stand up to scrutiny.
- Judges will be looking to reward recent success and will therefore expect to see evidence relating to achievements between January 2023 and end of January 2024. While the programme/project/initiative does not necessarily need to be 'new' or 'recent', make sure the successes outlined within your submission fall within these dates.



# GROUP C: INDIVIDUAL ACHIEVEMENT

## C10. PHYSICAL ACTIVITY HERO AWARD

### Who should enter?

This category is open to any individual with a story to tell that has impacted and inspired those who they engage with by proving that physical activity can have a transformational impact on health, happiness and wellbeing. We want to hear about the individuals that have used physical activity as an essential part of their life, to go that extra mile for their customers, colleagues, family, friends and communities.

We are looking for stories about:

- Volunteers
- Instructors
- Trainers
- Colleagues
- Friends

### Assessment Process:

Step 1: Written Submission



Step 2: Public Vote via ukactive Awards website

### What the judges are looking for?

Our judges want to hear about inspirational, go-getting individuals who change lives – what their goals are, motivations, challenges and successes. They want to see an extensive track record of showing the impact that they have achieved and who are the very embodiment of the ukactive mission.

# GROUP C: INDIVIDUAL ACHIEVEMENT

## C11. OUTSTANDING INDIVIDUAL LEADERSHIP AWARD

### Who should enter?

This award is open to an individual that is a high performing leader from any type of organisation. We are looking for a leader that has had a positive impact through teamwork and has demonstrated how they have overcome challenges and celebrated successes through different strategies, development plans and inspirational approaches to leadership, whilst fundamentally supporting the mission of getting the nation more active.

### Assessment Process:

Step 1: Written Submission



Step 2: Membership Council/ukactive Board Members Judging Panel



Step 3: Public Vote via the ukactive Awards website

### What the judges are looking for?

Judges will be particularly keen to learn how your nominated individual worked with colleagues and partners to develop the skills and competencies required to address the challenges, whilst delivering tangible strategies and goals through motivational leadership.

# GROUP C: INDIVIDUAL ACHIEVEMENT

## C12. OUTSTANDING LEADERSHIP TEAM AWARD

### Who should enter?

This award is open to high performing leadership teams, from any type of organisation. We are looking for a team that have had a positive impact through collaborative teamwork and have demonstrated how they have overcome challenges and celebrated successes through different strategies, development plans and inspirational approaches to leadership, whilst fundamentally supporting the mission of getting the nation more active.

### Assessment Process:

Step 1: Written Submission



Step 2: Membership Council/ukactive Board Members Judging Panel



Step 3: Public Vote via the ukactive Awards website

### What the judges are looking for?

Judges will be particularly keen to learn how your nominated leadership team have worked with colleagues and partners to develop the skills and competencies required to address the challenges, whilst delivering tangible strategies and goals through motivational leadership.

# GROUP C: INDIVIDUAL ACHIEVEMENT

## C13. THE JAN SPATICCHIA SPECIAL RECOGNITION AWARD

### Who should enter?

The purpose of this award is to recognise someone's outstanding contribution to the physical activity sector. This award category has been created in memory of Jan Spaticchia's legacy and influence that Jan has had on the sector. The award aims to acknowledge an individual from the sector who has made continued and significant impact across the breadth of our sector.

Jan was a great pioneer and innovator, and respected business leader who prided himself on the commitment of his teams to serve their communities. Jan also led the foundation of National Fitness Day at the énergie Group in 2010, before gifting the campaign to ukactive in 2014 to grow its reach for the whole sector. All of these qualities are what this award aims to shine a light on and acknowledge.

### Assessment Process:

Step 1: Entry form/ written submission



Step 2: Written submission marked by members of the ukactive board

### What the judges are looking for?

The judges are looking for an inspiring story about an individual that has made a difference and impact through their work and involvement within the physical activity sector. The judges will want to hear the reasons why you think that this individual should be recognised for their outstanding work, achievements, and how this has encouraged to get more people to be more active more often.

# FAQ

## I'm not sure which category to enter?

We would encourage you to firstly read the criteria for each category, if you're still not sure, please feel free to reach out to our Membership Experience team at [membership@ukactive.org.uk](mailto:membership@ukactive.org.uk) and someone will be happy to help.

## What are the key dates?

Entries open: W/C 15th April  
Entries deadline: Friday 24th May  
Finalists announced: W/C 22nd July  
Virtual Judges' House: 12th - 28th August  
Awards ceremony: Thursday 3rd October

## How much does it cost to enter?

£195 + VAT for ukactive members  
£295 + VAT for non-members\*

\*if interested in becoming a member click on the button below

BECOME A UKACTIVE  
**MEMBER**

**For each paid-for entry within group categories A or B you can submit one entry into the Physical Activity Hero Award free of charge. Take this opportunity to recognise outstanding achievement and celebrate those who make a difference. In order to receive this free entry please email [events@ukactive.org.uk](mailto:events@ukactive.org.uk)**

Payment must be made when you register, and in advance of submitting your entry/entries – either by credit card, or within 30 days of receipt of your invoice if you are a ukactive member. If payment is not received in full, entries may be disqualified and removed from the awards process. Please be sure you read through the T&C's carefully in advance of registering and paying for your entry/entries. Once payment has been made, no refunds can be given.

## How do I enter?

1. Visit the ukactive website, click on the events tab at the top of the page and select ukactive Awards.
2. Within the navigation bar on the first page you can select to enter the awards.
3. Follow the online process to confirm the number of awards you would like to enter and then complete the payment.
4. Once the payment has been processed you will receive a confirmation email with your specific log in details and a link to access the online portal (please make sure you check your junk folder if you don't receive the confirmation email). The portal is where you will be able to start, edit, finish and submit your entry into your chosen award category(s).

# FAQ

## I've submitted my registration online and paid for my entry, now what?

1. You will receive an automated confirmation email from ukactive events to confirm your registration. Within this email is a unique link to an online entry portal along with your unique log in details.  
*\*Please note: if you haven't received the confirmation email please check your junk folder before contacting the events team.*
2. Follow the link and enter your login details, this will give you access to where you will be able to choose and complete an application form for the category(s) you would like to enter.

Make sure you claim your free entry into the Physical Activity Hero Award by emailing [events@ukactive.org.uk](mailto:events@ukactive.org.uk). Once confirmation from the events team has been received you will be able to log back into your account to enter another category.

## I've submitted my information online, but I haven't received an email?

Please check your junk mail. If you still don't have an email please contact [events@ukactive.org.uk](mailto:events@ukactive.org.uk).

## Will I receive feedback if my entry is not shortlisted?

Yes, we will be collating all feedback from each stage and will issue it out after the awards ceremony. All award entries will receive feedback by the middle of November.

## I have started my application but not finished it, can I come back to it?

Absolutely. If you have started your application and want to come back to it, hit the 'save' button and you can return to your application later on.

## Can't find what you're looking for?

Please contact the ukactive Events team on [events@ukactive.org.uk](mailto:events@ukactive.org.uk) with any further questions.

# TERMS & CONDITIONS

These are the terms and conditions upon which each entry into the ukactive Awards 2024 shall be subject. During the application process, you will be requested to accept these terms and conditions.

All entrants shall be bound by these terms and conditions and all entries shall be considered and judged in accordance with these terms. ukactive reserves the right to amend these terms and conditions at any time, and such changes shall be deemed notified to entrants by their publication online.

1. By submitting an entry/entries, you confirm that you accept these terms and conditions and that you have the agreement of all associated parties the submission/s represents.
2. Each entry must be completed in full and received on or before the closing date of 5pm, **Friday 24th May 2024**. ukactive cannot guarantee that entries received after this deadline will be considered.
3. You may enter multiple categories. Each time an entry is submitted, the entry fee is payable.
4. You accept that you are liable to pay the entry fee when you register, prior to creating and completing your entry/entries.
5. Entrants may make payment of the stipulated amount by credit card, or within 30 days of receipt of the ukactive invoice if this is the chosen payment method (for ukactive members only). If payment is not received in full by the stated deadline **Friday 24th June 2024** (or before depending on application timings if paying by card) or 30 days from the invoice date, entries may be disqualified and removed from the assessment/judging process.
6. Once payment has been made no refunds can be issued.
7. ukactive reserves the right to cancel the Awards at any stage. In the event of such cancellation, entry fees received will be fully refunded. For the avoidance of doubt, ukactive shall not be liable to entrants in respect of any additional costs or consequential losses incurred by entrants as a result of any such cancellation.
8. By submitting an entry you agree to participate according to the assessment and judging processes outlined.
9. Entrants must not seek to make contact with, or attempt to influence the judges in any way. If this is evident, the entrants and corresponding application will be disqualified from the process.
10. In the course of assessing an entry, the judges may request further information about the entry from the person named as the primary contact at the point of registration.
11. Upon submitting an entry/entries, entrants automatically confirm that the information supplied is truthful and accurate. If this information is subsequently found to be incorrect, the entry or entries may be disqualified and withdrawn from the awards competition. In the event of disqualification through the provision of inaccurate information or materials, the entry fee will not be refunded.
12. ukactive reserves the right to (i) disqualify entries which do not comply with these conditions, (ii) remove categories without notice and (iii) move an entry to another category without notice if we feel it would be better suited in that category.
13. Upon submitting an entry/entries, entrants automatically confirm the right for ukactive to share the information presented with third parties (external marking entities) where necessary and use some or all information through or on ukactive channels. If you do not wish for your application to be shared or used in this way please confirm this by writing to the Events Team at [events@ukactive.org.uk](mailto:events@ukactive.org.uk).
14. No commercial confidences will be broken - all ukactive awards judges and third parties involved with the judging process operate on an NDA basis.
15. All decisions relating to the shortlisting and granting of awards in the course of the judging of the ukactive Awards will be final, and no correspondence or discussion will be entered into by the judges or the ukactive team in relation to these decisions.

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17. Personal information relating to individuals provided by the entrant shall be stored and processed by ukactive for use solely in connection with the Awards and such information shall not be distributed to third parties, not related to the judging process, without the relevant individual's prior consent. Such information will only be disclosed to a third party with prior notice when ukactive believes such disclosure to be required by law or regulation or to be necessary to defend the rights of ukactive, the safety of the public or other entrants.
18. Should an entry progress to finalist status in any category, ukactive will pass entrants' contact details on to the awards' sponsors/partners and facilitate introductions to those sponsors/partners with all category winners. Your agreement to this was/will be sought when you register and pay for your entry/entries.
19. By entering the ukactive Awards, entrants, should they progress to finalist status, agree to participate in publicity and material resulting from the Awards if requested to do so by ukactive (in the run-up to the awards evening, on the date of the Awards Ceremony and subsequently in any publicity regarding the ukactive Awards) and ukactive reserves the right to use the details of successful entrants in any publicity or material.
20. ukactive will work with successful entrants to develop a series of best practice case studies to be shared at future events, in varying formats, to promote and facilitate ongoing sector learning and development. Entrants' permission to take this forward will be assumed upon receipt of entry, although any confidential/sensitive information provided can be redacted on request.
21. ukactive or pre-authorized sponsors and partners may record or photograph part of, or the entire assessment process and the event, and it is possible that you will be filmed, photographed or recorded. ukactive and its partners retain the right to use any such media for promotional/PR purposes.
22. ukactive will not share any information marked 'confidential' from any entrant's application
23. Entrants will not seek to penalise, prosecute or claim compensation from the organisers, sponsors, presenters or participants for injury, loss or damage, throughout the assessment process, mystery shops or awards evening.
24. The Awards and these Terms and Conditions are governed by the laws of England and Wales and are subject to the exclusive jurisdiction of the Courts of England and Wales.



# CONTACT US

## ukactive

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## About ukactive

ukactive is a not-for-profit body comprised of 4000+ members and partners from across the UK active lifestyle sector. Our focus is a long standing and uncompromising vision to get more people, more active, more often.

If you are interested in learning more about ukactive, the many benefits of becoming a member, have any questions regarding your eligibility or putting together an entry please contact the Membership Team by emailing [membership@ukactive.org.uk](mailto:membership@ukactive.org.uk) or calling **020 8158 9700**.

If you have any questions regarding the Awards timeline or process please contact the Events Team at [events@ukactive.org.uk](mailto:events@ukactive.org.uk) or call **020 8158 9700**.